United Nations ST/IC/2005/36

Secretariat

18 July 2005

Information circular*

To: Members of delegations and staff

From: The Assistant Secretary-General for Central Support Services

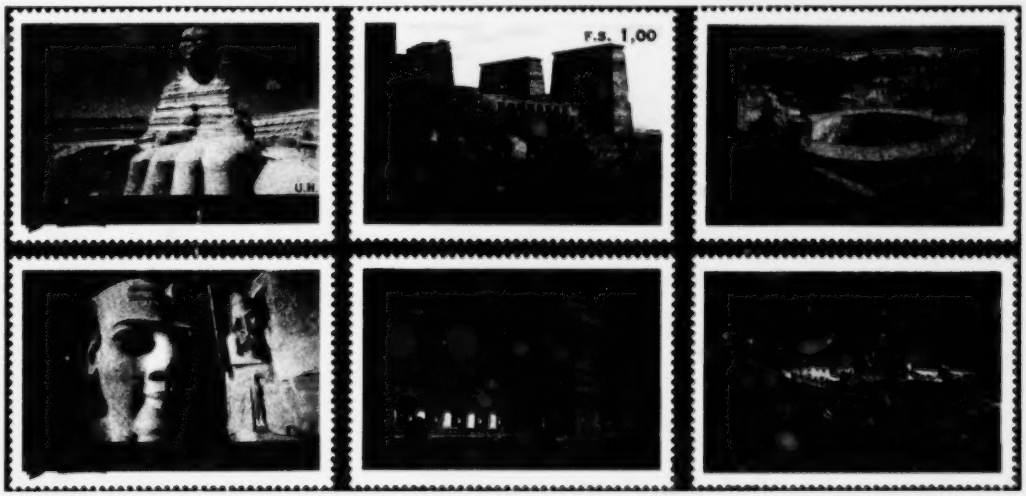
Subject: **First day of issue — 4 August 2005: "World Heritage — Egypt" Stamps and prestige booklets**

Commemorative stamps

1. On Thursday, 4 August 2005, the United Nations Postal Administration (UNPA) will issue a set of six commemorative stamps, on the theme "World Heritage — Egypt". This is the eleventh United Nations stamp issue to illustrate World Heritage sites and the ninth in a series of stamps and prestige booklets focusing on either one specific World Heritage site or a group of World Heritage sites in one geographical location.

2. The stamps will be issued in denominations of 37¢, 80¢, F.s. 1,00, F.s. 1,30, €0,55 and €0,75. The designs were adapted as stamps by Rorie Katz (United Nations).

(United States equivalents: F.s. 1,00: 81 cents; F.s. 1,30: $1.06; €0,55: 69 cents and €0,75: 94 cents, subject to exchange rate fluctuation.)



* Expiration date of the present information circular: 15 August 2005.

05-42774 (E) 220705

Prestige booklets

3. Also on 4 August 2005, UNPA will issue its ninth set of prestige booklets. The three booklets, on the theme "World Heritage — Egypt", have a common design based on the six commemorative stamps for this issue and each contains a total of 24 mint stamps in either United States, Swiss or Austrian denominations. The booklets are priced at $7.20, F.s. 8,40 and €6,60.

(United States equivalents — F.s. 8,40: $6.83 and €6,60: $8.28, subject to exchange rate fluctuation.)

General information

4. For the convenience of collectors, UNPA at Headquarters will provide prepared and cancelled New York, Geneva and Vienna first-day covers on the UNPA official first-day cachets **only**. Members of delegations and the staff can obtain these items on Thursday, 4 August, at the following locations:

(a) The UNPA sales counter in the concourse of the General Assembly Building, from 9 a.m. to 5 p.m.;

(b) Temporary sales counter located on the east side of the Secretariat lobby in front of the windows between the cafeteria and the news-stand, from 9 a.m. to 4 p.m.

5. First day of issue cancellations can be obtained at a temporary United States Postal Service substation located outside the United Nations Bookshop in the concourse of the General Assembly Building, from 9 a.m. to 5 p.m.

6. Information on United Nations stamps can be accessed on the Internet at http://www.un.org/Depts/UNPA.

United Nations ST/IC/2005/37

Secretariat

26 July 2005

Information circular*

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: **Employment of household employees for whom a G-5 visa has been requested or obtained**

1. The Secretary-General has received from the Permanent Mission of the United States of America to the United Nations a note verbale dated 1 November 2004 replacing its note verbale of 9 July 2004 in which it informs the Secretariat of the requirements concerning the employment of personal servants, attendants and domestic workers who are in the United States, or plan to come to the United States, in non-immigrant G-5 visa status.

2. The text of the note verbale is set out in the annex to the present circular. Attached to the note verbale is a copy of an information sheet (appendix 2), which will be provided to personal servants, attendants and domestic workers when obtaining their G-5 visa.

3. The prevailing hourly wage amount contained in appendix 2 reflects the amount reported in ST/IC/2005/34.

4. The present circular supersedes information circular ST/IC/2004/45 of 15 September 2004.

* The present circular will be in effect until further notice.

05-44008 (E) 020805

Annex

Note verbale dated 1 November 2004 from the Permanent Mission of the United States of America to the United Nations addressed to the Secretary-General

The United States Mission to the United Nations presents its compliments to the United Nations Secretariat and has the honor to refer to its circular diplomatic note HC-04-00 of February 18, 2000, concerning the employment of personal servants, attendants, and domestic workers who are in the United States, or plan to come to the United States, in non-immigrant G-5 visa status. The present note replaces the United States Mission's note HC-83(S)-04 of 9 July 2004.

The United States Mission wishes to inform the United Nations Secretariat and related agencies regarding the requirements for the employment of domestic employees. Every prospective employer (United Nations Secretariat and/or related agencies staff member) is required to offer a written contract of employment to the domestic employee. The contract must be in English and, if the domestic employee does not understand English, in a second language that he or she understands. Two copies of the contract should be signed by both parties with one for the employer and one for the domestic employee.

A domestic employee applying for a G-5 visa to enter the United States must provide a copy of the signed contract with his or her visa application. Staff members of the United Nations Secretariat and/or related agencies who wish to hire domestic employees who are already in the United States on G-5 visas are also required to offer a written contract of employment. Further, when a request for an extension of stay for a G-5 visa is made, a copy of the current and/or revised contract should accompany the request sent to the United States Mission.

The employment contract is required to assist the employer and the employee in establishing a good faith employment relationship. Both parties to the contract are expected to carry out the terms of the contract. The contract should include the following:

--**Description of duties.** The contract should describe the work to be performed, for example, housekeeping, cooking, health and/or childcare, and must also include a statement that the domestic employee shall work only for the employer who signed the contract.

--**Hours of work.** The contract should state the normal working hours and number of hours per week. It is generally expected that a minimum of 35 to 40 hours per week of paid employment will be provided. It should also state that the domestic employee will be provided a minimum of at least one full day off each week. The contract should also indicate whether the domestic employee will be provided paid holidays, sick days and vacation days.

--**Minimum or prevailing wage.** The contract shall state the hourly wage to be paid the domestic employee, provided that the rate will be the greater of the minimum wage under federal and state law or the prevailing wage for all working hours. The contract should state that wages will be paid to the domestic employee either on a weekly or biweekly basis and state what deductions are to be taken from

wages. If any deduction is taken for meals or lodging, it must be no more than is reasonable.

--**Transportation to and from the United States.** The contract should state that the domestic employee will be provided with transportation to and from the United States.

--**Other terms of employment.** The contract must include a statement that the passport, visa, copy of the contract and other personal property of the domestic employee will not be withheld by the staff member of the United Nations Secretariat and/or related United Nations agencies for any reason. Further, it should include a statement that the domestic employee's presence in the residence of the staff member of the United Nations Secretariat and/or related United Nations agencies will not be required except during working hours. The contract may state other agreed upon terms of employment, if any, provided they are fully consistent with United States law. Any modification to the contract must be in writing.

--**Tax payments.** All United Nations employees, except those in diplomatic status in accordance with article V, section 19 of the Convention on the Privileges and Immunities of the United Nations, must obtain social security cards for their domestic employees and pay the employer's share of social security taxes and Medicare and any other required taxes or contributions, including federal and state unemployment insurance and workers compensation insurance, on all wages actually paid, which shall not be less than the applicable minimum or prevailing wage. The contract shall also state that, unless paid by the United Nations employee, the domestic employee must pay applicable federal and state income taxes on all wages and the employee's share of social security. Domestic employees from countries with which the United States has totalization/social security agreements may not be required to participate in the United States Social Security program. A list of those countries appears in an appendix to this note (appendix 1).

--**Record keeping.** To avoid possible misunderstanding, the employer will maintain for the duration of actual employment plus three years, the following records: 1) the employee's full name, date and place of birth, gender and occupation; 2) the employee's home address and telephone number in the United States; 3) a record of the number of hours worked daily and weekly; and 4) a copy of a check or dated receipt covering each pay period, including a record of any deduction made.

The United States Mission also wishes to remind staff members of the United Nations Secretariat and/or related United Nations agencies that all personal employees must be notified to their respective executive offices upon arrival and upon departure (including abandonment) of employment, or transfer to a new employer. Note: a G-5 domestic employee may not work for more than one household contemporaneously.

If an employer seeks to replace an employee or add to his or her existing domestic staff, the G-5 visa may be denied if there is reason to believe that the employer failed to fulfil his or her obligations to a former or current employee, such as to pay a fair wage. Domestic employees will be provided with a copy of the enclosed information sheet when obtaining their visas. The information sheet informs them in general terms of their customary and legal rights while in the

United States and also provides a complaint number, 1-888-428-7581, in the event the domestic employee believes his or her rights are not being observed.

The United States Mission to the United Nations avails itself of this opportunity to renew to the United Nations Secretariat and related agencies the assurances of its highest consideration.

Appendix I

States which have entered into totalization agreements with the United States of America as at October 2004

Australia
Austria
Belgium
Canada
Chile
Finland
France
Germany
Greece
Ireland
Italy
Luxembourg
Netherlands
Norway
Portugal
Republic of Korea
Spain
Sweden
Switzerland
United Kingdom of Great Britain and Northern Ireland

Appendix 2

Message from the Government of the United States of America

To recipients of A-3 and G-5 visas:

You have received an A-3 or G-5 visa as an attendant or personal employee of an official or other employee of a diplomatic or consular mission or international organization.

You and your employer have a written employment contract, which is considered by the United States to be a true statement of your terms of employment. Among the terms of the contract are the following:

- **This contract provides for you to be paid at least the minimum or prevailing wage, whichever is greater, for every hour you work. The prevailing wage in the New York metropolitan area is currently approximately $9.86 an hour.**[a]
- **When not working, you cannot be required by your employer to remain in your employer's home or at your place of employment.**
- **Your passport must always be available to you.**

Employers should honor all provisions of the contract, including provisions for days off and regular payment. You should keep a copy of this contract.

When you are in the United States, you should be treated fairly and lawfully. If you are to live in the house of your employer, you should be provided with living and working conditions that are within the prevailing standards of the United States.

The laws of the United States and the individual states may give you additional rights, including protection from abuse, that may not have been written in the contract that you signed. These rights are yours and cannot be denied to you for any reason.

If, after you have arrived in the United States, you believe that these rights are not being observed, you may seek assistance by calling 1-888-428-7581. For assistance 24 hours a day, you may call 1-888-373-7888.

You may wish to keep this message with your passport or with your other important documents (such as your employment contract) while you are in the United States.

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[a] This amount corresponds to the applicable prevailing hourly wage announced in ST/IC/2005/34.

United Nations ST/IC/2005/38

Secretariat

29 July 2005

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **United Nations sabbatical leave programme for 2006**

1. The purpose of the present information circular is to invite staff to apply for the sabbatical leave programme in 2006, in accordance with the provisions of administrative instruction ST/AI/2000/4 of 5 April 2000.

Eligibility

2. Administrative instruction ST/AI/2000/4 defines the conditions under which staff members may be granted sabbatical leave. For purposes of eligibility for the 2006 sabbatical leave programme, section 2 of document ST/AI/2000/4 provides that the programme is "open to United Nations staff members with five years of service with the Organization and who are expected to serve for no less than two years after the completion of the sabbatical leave".

Selection of institution

3. Interested staff members are responsible for identifying the institution or organization in which they propose to carry out their research or study project and for securing their acceptance by that institution or organization. In addition to universities and independent institutions worldwide, including participating research and training centres of the United Nations University and institutions that are members of the Academic Council on the United Nations System, research or study projects may also be pursued in other relevant organizations and institutions. Staff members may wish to consult the list of institutions that are members of the Academic Council on the United Nations System contained in annex II to the present circular and the list of participating research and training centres of the United Nations University contained in annex III.

* Expiration date of the present information circular: 31 December 2006.

05-44745 (E) 040805

Application procedures

4. Applicants are requested to complete the application form contained in annex I to the present circular and to submit it, through their respective head of office or department, together with a proposal describing the research or study project that they wish to pursue, to the Officer-in-Charge, Sabbatical leave programme, Room S-2500C, Division for Organizational Development, Office of Human Resources Management, United Nations, New York, NY 10017, by 3 November 2005. Letters of recommendation should be sent to the same address.

5. The proposal, which should not exceed four pages, should contain the following information:

(a) Title of the research or study project;

(b) Field of the research or study project;

(c) Rationale for the research or study project;

(d) Relationship of the research or study project to the work of the individual and to the work of the Organization;

(e) Outline of topic or topics to be covered;

(f) Study and/or research activities;

(g) Detailed methodology;

(h) Schedule of work of the research or study project, with an indication of any preparatory work already accomplished;

(i) Usefulness of the expected outcome of the research or study project and its practical implications for the individual and the Organization;

(j) Endorsement by the head of office or department or chief administrative officer of mission responsible for the work of the applicant during the proposed research or study project.

Applicants should indicate in the application form the name and address of the institution or organization in which they wish to carry out their research or study project, specifying the type of support services and facilities that the institution or organization is prepared to provide during the period of the sabbatical leave.

6. All proposals will be evaluated by a selection committee on the basis of the criteria set out in administrative instruction ST/AI/2000/4.

7. Each applicant and his/her head of office or department will be informed of the decision of the Selection Committee. The selected staff members will be requested to accept in writing the specified conditions of the award.

8. The application form contained in annex I is also available online in English and French (United Nations Intranet — Forms) as form P.298 (7-05)-E or -F (the English version is attached).

Annex I

Sabbatical leave programme application form

For 2006

Please complete this form and submit it to the Officer-in-Charge, Sabbatical Leave Programme, Room S-2500C, Division for Organizational Development, Office of Human Resources Management, United Nations, New York, NY 10017, together with your research or study project proposal, by 3 November 2005.

A. Personal information

Name (last, first, middle initial) _____ Index No. _____

Functional title/Field of work _____

Category/level _____ Type of contract _____

Contract expiration date _____

Department/division/office _____

Name of approving head of office, department or mission (Director or above) _____

Duty station _____

Telephone _____ E-mail _____

EOD (Secretariat) _____ EOD (present duty station) _____

Title of proposed research or study project _____

B. Background

1. Relevant work experience. Please indicate any professional experience that enhances your ability to carry out your proposed research or study project.

2. University studies

Degree	*University/country*	*Area of study*	*Year graduate*

3. Recommendations: please arrange to have two letters of recommendation sent directly to th Officer-in-Charge, Sabbatical Leave Programme, Room S-2500C, Division for Organization Development, Office of Human Resources Management, United Nations, New York, NY 10017, b 3 November 2005. These recommendations should be provided by professionals, within or outside th United Nations, who are familiar with your work and are in a position to appraise your ability to carr out the research or study project you have proposed and to attest to your ability to undertak independent work. In the space provided, give the names, titles and institutional affiliations of th professionals who will be sending the letters of recommendation.

Name	*Titles*	*Institutional affiliations*

4. If relevant, please indicate below your teaching and/or research experience, including a list of your publications, if any (*attach an additional sheet if necessary*).

☐ Teaching ☐ Research ☐ Publication

Date	*Subject matter*	*Institution/place*

C. Placement

1. Please indicate the name and address of the institution or organization in which you wish to carry out your research or study project. Please attach copies of any preparatory correspondence between you and the institution, relevant to the proposed research or study project.

Name of institution/organization	*Address*

2. Which of the following services and/or facilities, if any, is the institution willing to provide to you during the period of your sabbatical leave (check as applicable):

☐ Adviser

☐ Office space

☐ Communication facilities (fax, telephone, computer)

☐ Other _____

N.B. Please keep in mind that, if selected, you are responsible for finalizing arrangements made thus far and for carrying out any related administrative work.

_____ _____

Signature of staff member Date

Reminder: The endorsement of the head of your department, office or mission must be attached.

Annex II

Institutional members of the Academic Council on the United Nations System

American Society of International Law

Arias Foundation for Peace and Human Progress

Center for Environmental Policy
Bard College

Center for the Global South
The American University

Center of International Studies
Princeton University

Center on International Cooperation
New York University

Centre for Foreign Policy Studies
Dalhousie University

Centre for the Study of Globalisation and Regionalisation
University of Warwick

Centro de Estudios Internacionales
El Colegio de México

Centro de Investigación y Docencia Económicas A.C.

Dag Hammarskjöld Library
United Nations

Defence Forces Library
The Military College

Department of Political Science
University of Alberta

Department of Political Science
University of Lund

Dickey Center for International Understanding
Dartmouth College

Elliott School of International Affairs
The George Washington University

Fletcher School of Law and Diplomacy
Tufts University

Global Affairs Institute
Syracuse University

Graduate Institute of International Studies
University of Geneva

Harvard College Library

Institute for Security Studies

Institute for the Study of International Organizations
Long Island University — Brooklyn Campus

Institute of Social Studies, The Hague

Institute of World Economy and International Relations

International Cooperation Research Association

International Institute for Democracy and Electoral Assistance

International Institute for Labour Studies
International Labour Organization

International Peace Academy

Joan B. Kroc Institute for International Peace Studies
University of Notre Dame

Mershon Center
The Ohio State University

Netherlands Institute of International Relations, "Clingendael"

Norwegian Institute of International Affairs

Ralph Bunche Institute on the United Nations
City University of New York

Richard L. Walker Institute of International Studies
University of South Carolina

Stanley Foundation

Stiftung Entwicklung und Frieden Development and Peace Foundation

Thomas J. Watson Jr. Institute for International Studies
Brown University

United Nations Association of the United States

United Nations Research Institute for Social Development

United Nations Staff College

United Nations Studies at Yale
Yale University

United Nations University

United States Institute of Peace

Universidad Externado de Colombia

Annex III

United Nations University participating centres

Under its charter, adopted by the General Assembly in 1973, the United Nations University is a voluntarily funded autonomous organ of the General Assembly that engages in research, postgraduate training and the dissemination of knowledge on pressing global problems of human survival, development and welfare that are the concern of the United Nations and its agencies. The University is organized on a networking principle. The University headquarters in Tokyo, through its Academic Division, coordinates a number of programmes and project networks. The University's research and training centres conduct in-house research and training and coordinate research and training involving institutions in many countries.

The location of specific United Nations University research and training activities and the respective fields of study where staff members on sabbatical leave might consider pursuing research or study projects at the University include:

1. **United Nations University headquarters, Academic Division, in Tokyo**

   Peace and governance

   Sustainable development

2. **United Nations University Institute of Advanced Studies, Tokyo**

   Eco-restructuring for sustainable development

   Mega-cities and urban development

   Multilateralism and governance

3. **United Nations University World Institute for Development Economics Research, Helsinki**

   Economics of transition

   Liberalization and development in sub-Saharan Africa

   Institutional and distributive issues

   International finance and economic issues

   Global governance

4. **United Nations University Institute for New Technologies, Maastricht, the Netherlands**

   Socio-economic implications of new technologies